

ARIZONA
Department of Emergency and Military Affairs

POLICY LETTER NO. 10.17

DATE 12 MARCH 2007

OPR DEMA-TAG

POLICY LETTER

SUBJECT: Obtaining the Signature of The Adjutant General

**REGULAR POLICY LETTER DISTRIBUTION
(POLICY LETTER 10.01)**


1. The following are the minimum requirements for obtaining the signature of The Adjutant General:

- a. Army/Land Component Command:
 - i. JAG (if applicable)
 - ii. Initials from the Chief of Staff
 - iii. Initials from the Director, Army National Guard
- b. Air/Joint Staff:
 - i. Initials from the Executive Staff Officer
 - ii. Initials from the Director, Air National Guard
- c. Emergency Management:
 - i. Initials from the Director, Emergency Management
- d. Joint Programs:
 - i. Initials from the Director, Joint Programs

2. The following divisions will use the command channel reflected below:

- a. Federal HRO: Air
- b. USP&FO: Army
- c. CST: Joint Staff
- d. JCNTF: Air
- e. FMO: Army

3. Presenting a document to The Adjutant General without following this process will result in a delay of signature. The purpose of this process is not necessarily for approval but intended to keep the respective Director apprised of current issues. The Adjutant General will not sign a document without first receiving validation from the appropriate Director.


DAVID P. RATA CZAK
Major General, AZ ARNG
The Adjutant General